

INSTRUCTIONS FOR ELECTRONIC REVIEW
AND ACKNOWLEDGEMENT OF FEDERAL/
STATE COMPLIANCE PACKET USING
SKYWARD'S EMPLOYEE ONLINE FORMS

FEDERAL/STATE COMPLIANCE PACKET

DIRECTIONS FOR REQUIRED READING POLICY COMPLIANCE NOTICE

The certification for required reading will be acknowledged each year by electronic signature through Skyward's Online Forms process. Complete screen by screen instructions as well as a video detailing each step of the process are available on the [Federal Compliance](#) information page on the District Website. A brief overview of the process is included here.

1. From the District website (escambiaschools.org), click on the Skyward button as shown below:

The screenshot displays the website interface for Escambia County Public Schools. At the top, there is a navigation bar with links for 'DISTRICT HOME' and 'SCHOOLS', along with 'TRANSLATE', 'EMPLOYEE ACCESS', and a search function. Below this is the district logo and a secondary navigation menu including 'Home', 'District Leadership', 'Calendars', 'Departments', 'Schools', 'Students', 'Families', 'Staff', and 'Community'. The main content area features a large banner with the text 'JOIN OUR TEAM' and a 'View Current Openings' link. On the right side, there is a blue sidebar containing several quick links: 'Quick Links', 'School Bus', 'Careers', 'School Menus', 'Enrollment Services', 'CORE', 'FOCUS', 'Gmail', 'Kronos', and 'Skyward'. A red arrow points to the 'Skyward' button in the sidebar.



ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION PRODUCTION Database

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

05.16.06.00.05

Login Area:

Log in here using your Skyward login name and password.



ESCAMBIA CO. SCHOOL DISTRICT - PRODUCTION PRODUCTION Database

Login ID:

Password:

[Sign In](#)

Click on the Sign In button.

[Forgot your Login/Password?](#)

05.16.06.00.05

Login Area:



ESCAMBIA CO. SCHOOL DISTRICT - HR-PAY-TEST

Online Forms have been found that you are required to complete. The required online forms are listed below including a description of what the online form is for. You can click on the online form name to enter the online forms.



16-17 Fed Compliance

Please click above for compliance.

Click here to start the online forms process.

Close Online Form Screen and Continue to Skyward

When logging in, you will only be directed to this screen if you have an online form to complete. If you have more than one online form to complete, you will be returned to this page after completion of each online form until all online forms are complete. Otherwise, you will be sent directly to your Skyward home screen.

Employee Online Forms

BOSWELL, ROBIN



1. Federal/State Compliance Packet

Click the link below to view the 2016-2017 Federal/State Compliance Packet. Once viewed, click the box at right (red lettering) to confirm you have reviewed the package. This is Step 1 of 3. Click the NEXT button (below/right) to continue.

I have completed this step.

Click on this link for Federal/State Compliance Packet

Click this link to open the Federal/State Compliance packet for viewing in PDF format.

16-17 Fed Compliance

- 1. Federal/State Compliance Packet
- 2. 2016-2017 Acknowledgement
- 3. Complete Online Form

Step 1 of 3

Next

Close and Finish Later

YOU ARE REQUIRED TO READ THE ENTIRE DOCUMENT.
Once you have read the entire document, please close this window
by clicking on the X in the upper right corner of the current window
to continue the online forms process.

FEDERAL/STATE COMPLIANCE PACKET

Employee Online Forms

BOSWELL, ROBIN



1. Federal/State Compliance Packet

Click the link below to view the 2016-2017 Federal/State Compliance Packet. Once viewed, click the box at right (red lettering) to confirm you have reviewed the package. This is Step 1 of 3. Click the NEXT button (below/right) to continue.

I have completed this step.

[Click on this link for Federal/State Compliance Packet](#)

To complete Step 1 of 3, first, click on the "I have completed this step" box.

16-17 Fed Compliance

- 1. Federal/State Compliance Packet
- 2. 2016-2017 Acknowledgement
- 3. Complete Online Form

Then, click on the Next button to continue.

Step 1 of 3

Employee Online Forms

BOSWELL, ROBIN



2. 2016-2017 Acknowledgement

Click on the link below to complete acknowledgement. Click the box at right (red letters) to confirm completion. This is Step 2 of 3. Click the NEXT button (below/right) to continue. Don't forget to click the FINISH button to complete Step 3. I have completed this step.

[Click on this link for 2016-2017 Acknowledgement](#)

Click on this link to electronically sign acknowledgement confirming you received and reviewed the packet.

16-17 Fed Compliance

1. Federal/State Compliance Packet ✓
2. 2016-2017 Acknowledgement
3. Complete Online Form

Step 2 of 3

[Previous](#) [Next](#)
[Close and Finish Later](#)

2016-2017 Acknowledgement

Name: BOSWELL, ROBIN Employee Type: Profess 12 mo Building Code: 9120

Save
Save and Print
Back

2016-2017 Federal/State Compliance Form

CERTIFICATION OF REQUIRED READING POLICY COMPLIANCE NOTICE

As indicated by my printed name and signature, this is to certify that I have received the notice to employees regarding the Drug-Free Workplace Policy and the Tobacco-Free Hiring Policy.

Additionally, I have been advised of District policies and training related to:

- Occupational Safety and Health
- Emergency Plans
- Harassment Reporting and Action Procedures
- Workers' Compensation Procedures
- HIPAA Notice
- Employee Code of Ethics
- Ethics in Education Act
- Notice of Social Security Number Disclosure
- Copyright Laws
- Reporting Child Abuse
- Supervision of Students
- Policy Against Bullying and Harassment
- Employee Use of Social Media
- Staff Responsible Use for Technology

Notice: This entire page may not be visible depending on the size of your monitor. You may have to resize the window or scroll up and down to sign and save.

I understand that I am required to comply with the provisions of these documents.
I understand that a condition of my continued employment requires compliance with said policies and that violation could result in suspension, termination, and/or being referred for prosecution.

Employee's Building Code: 9120

Employee's Building Code Description: ASST SUPT HUMAN RESOURCES

Employee's Printed Name: ROBIN BOSWELL



TO SIGN, TYPE YOUR NAME IN THE BOX EXACTLY AS IT APPEARS ABOVE, THIS CONSTITUTES A LEGALLY BINDING SIGNATURE. YOU MUST SELECT SAVE OPTION AT TOP BEFORE EXITING THIS SCREEN.

Read the compliance notice and type your name here exactly as it appears above in the Employee's Printed Name field to sign electronically.

Signature:

Date Signed:





2016-2017 Acknowledgement

Name: BOSWELL, ROBIN Employee Type: Profess 12 mo Building Code: 9120

Save
Save and Print
Back

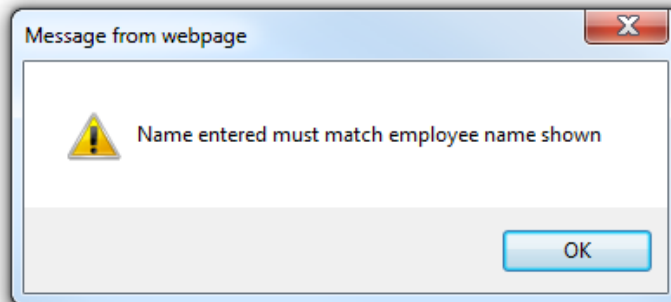
2016-2017 Federal/State Compliance Form

CERTIFICATION OF REQUIRED READING POLICY COMPLIANCE NOTICE

As indicated by my printed name and signature, this is to certify that I have received the notice to employees regarding the Drug-Free Workplace Policy and the Tobacco-Free Hiring Policy.

Additionally, I have been advised of District policies and training related to:

- Occupational Safety and Health
- Emergency Plans
- Harassment Reporting and Action Procedures
- Workers' Compensation Procedures
- HIPAA Notice
- Employee Code of Ethics
- Ethics in Education Act
- Notice of Social Security Number Disclosure
- Copyright Laws
- Reporting Child Abuse
- Supervision of Students
- Policy Against Bullying and Harassment
- Employee Use of Social Media
- Staff Responsible Use for Technology



I understand that I am required to comply with the provisions of these documents.
I understand that a condition of my continued employment requires compliance with said policies and that violation could result in suspension, termination, and/or being referred for prosecution.

Employee's Building Code:

Employee's Building Code Description:

Employee's Printed Name:



TO SIGN, TYPE YOUR NAME IN THE BOX EXACTLY AS IT APPEARS ABOVE, THIS CONSTITUTES A LEGALLY BINDING SIGNATURE. YOU MUST SELECT SAVE OPTION AT TOP BEFORE EXITING THIS SCREEN.

If the names do not match, you will get an error message, please try again. This field is not case sensitive.

Signature:



Date Signed:

Name: BOSWELL, ROBIN Employee Type: Profess 12 mo Building Code: 9120

Save
Save and Print
Back

2016-2017 Federal/State Compliance Form

CERTIFICATION OF REQUIRED READING POLICY COMPLIANCE NOTICE

As indicated by my printed name and signature, this is to certify that I have received the notice to employees regarding the Drug-Free Workplace Policy and the Tobacco-Free Hiring Policy.

Additionally, I have been advised of District policies and training related to:

- Occupational Safety and Health
- Emergency Plans
- Harassment Reporting and Action Procedures
- Workers' Compensation Procedures
- HIPAA Notice
- Employee Code of Ethics
- Ethics in Education Act
- Notice of Social Security Number Disclosure
- Copyright Laws
- Reporting Child Abuse
- Supervision of Students
- Policy Against Bullying and Harassment
- Employee Use of Social Media
- Staff Responsible Use for Technology

I understand that I am required to comply with the provisions of these documents. I understand that a condition of my continued employment requires compliance with said policies and that violation could result in suspension, termination, and/or being referred for prosecution.

Employee's Building Code: 9120

Employee's Building Code Description: ASST SUPT HUMAN RESOURCES

Employee's Printed Name: ROBIN BOSWELL

TO SIGN, TYPE YOUR NAME IN THE BOX EXACTLY AS IT APPEARS ABOVE, THIS CONSTITUTES A LEGALLY BINDING SIGNATURE. YOU MUST SELECT SAVE OPTION AT TOP BEFORE EXITING THIS SCREEN.

Signature: Robin Boswell

Date Signed: Wed Jul 20 12:05:30 CDT 2016

The date field will automatically populate the current date and time after you tab from or click outside the Signature field.

You must click the SAVE button before exiting this screen to move to the next step. It is not necessary to print this form. This form will be available to you within Skyward through Employee Access.

Employee Online Forms

BOSWELL, ROBIN



2. 2016-2017 Acknowledgement

Click on the link below to complete acknowledgement. Click the box at right (red letters) to confirm completion. This is Step 2 of 3. Click the NEXT button (below/right) to continue. Don't forget to click the FINISH button to complete Step 3.

I have completed this step.

[Click on this link for 2016-2017 Acknowledgement](#)

To complete Step 2 of 3, first, click on the "I have completed this step" box.

16-17 Fed Compliance

1. Federal/State Compliance Packet
2. 2016-2017 Acknowledgement
3. Complete Online Form

Then, click on the Next button to continue.

Step 2 of 3

Previous Next
Close and Finish Later

Employee Online Forms

BOSWELL, ROBIN



3. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step	Status	Last Accessed	Completed by
1. Federal/State Compliance Packet	Completed	07/20/2016 11:43 AM	BOSWELL ROBIN
2. 2016-2017 Acknowledgement	Completed	07/20/2016 12:06 PM	BOSWELL ROBIN

Verify the Status of step 1 and 2 is shown as completed.

- ### 16-17 Fed Compliance
- ✓ Federal/State Compliance Packet
 - ✓ 2016-2017 Acknowledgement
 - Complete Online Form**

I have completed this online form.

If complete, check "I have completed this online form: box, then click Finish.

If your status does not show complete for steps 2 and/or 3, you may click the previous button to revisit those areas.

Step 3 of 3

Employee Online Forms

BOSWELL, ROBIN




3. Complete Online Form

16-17 Fed Compliance

1. Federal/State Compliance Packet
2. 2016-2017 Acknowledgement
3. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step 3 of 3 Message from webpage

- 1.
2.  You checked the completed Online Form check box but you clicked the Close and Finish Later button, this will not complete the online form. In order to mark the online form as completed you must check the box and use the Finish button.

Do you want to continue with the Close and Finish Later option and not have the online form completed?

OK

Cancel

You must click on FINISH button to complete this online form. If select CLOSE AND FINISH LATER button by mistake, please press CANCEL and then click the FINISH button.

Step 3 of 3

Previous

Finish

Close and Finish Later



Employee Online Forms

BOSWELL, ROBIN

3. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step	Status	Last Accessed	Completed by
1. Federal/State Compliance Packet	Completed	07/20/2016 11:43 AM	BOSWELL ROBIN
2. 2016-2017 Acknowledgement	Completed	07/20/2016 12:06 PM	BOSWELL ROBIN

I have completed this online form.

16-17 Fed Compliance

- ✓ Federal/State Compliance Packet
- ✓ 2016-2017 Acknowledgement
- Complete Online Form**

After you click the FINISH button, you may exit Skyward.

Step 3 of 3

[Previous](#) [Finish](#) [Close and Finish Later](#)